

WIND GAP MUNICIPAL AUTHORITY
 16 South Broadway, Suite 3
 Wind Gap, PA 18091
 610 863 7770
 PROJECT GUIDELINE CHECKLIST
 COMMERCIAL CHANGE-OF-USE

APPLICANT _____
 PROJECT _____
 INITIAL APPLICATION DATE _____

DATE COMPLETE	ACTIVITY
_____	Obtain Letter of Sewer Service Capacity (No Fee)
_____	Submit Plans to Municipality for Zoning Review
_____	Submit Plans to L & I for Review (Wind Gap Borough only)
_____	Make Application to WGMA for Review, Pay Feasibility Review Fee, Submit Plans for Authority Review
_____	Authority Engineer Review and Comment on Project, Authority Solicitor Prepare Agreement
_____	Authority Board Review and Accept Project
_____	Owner Pay Fees, Establish Escrow, and Owner and Authority Execute Agreement
_____	Authority Record Agreement
_____	Obtain Building Permit
_____	Municipal/L & I Inspection, Authority Inspection
_____	Authority Board Accept Project
_____	Obtain Occupancy Permit

This document for reference only. It is not a construction, connection or use permit. Applicable permits must be obtained from and fees paid to the issuing agencies.

WIND GAP MUNICIPAL AUTHORITY
 16 South Broadway, Suite 3
 Wind Gap, PA 18091
 610 863 7770
 PROJECT GUIDELINE CHECKLIST
 COMMERCIAL NEW CONSTRUCTION/EXISTING SEWER

APPLICANT _____
 PROJECT _____
 INITIAL APPLICATION DATE _____

DATE COMPLETE	ACTIVITY
_____	Obtain Letter of Sewer Service Capacity (No Fee)
_____	Submit Plans to Municipality for Zoning Review
_____	Submit Plans to L & I for Review (Wind Gap Borough only)
_____	Make Application to WGMA for Review, Pay Feasibility Review Fee, Submit Plans for Authority Review
_____	Authority Engineer Review and Comment on Project, Authority Solicitor Prepare Agreement
_____	Authority Board Review and Accept Project
_____	Owner Pay Fees, Establish Escrow, and Owner and Authority Execute Agreement
_____	Authority Record Agreement
_____	Obtain Building Permit
_____	Authority Constructs Lateral at Owner's Expense
_____	Municipal/L & I Inspection, Authority Inspection
_____	Authority Board Accept Project
_____	Obtain Occupancy Permit

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WIND GAP MUNICIPAL AUTHORITY
16 South Broadway, Suite 3
Wind Gap, PA 18091
610 683 7770
PROJECT GUIDELINE CHECKLIST
SINGLE RESIDENCE CONNECTION

APPLICANT _____
PROJECT _____
INITIAL APPLICATION DATE _____

DATE COMPLETE	ACTIVITY
_____	Obtain Letter of Sewer Service Capacity (No Fee)
_____	Obtain Part 1, Sewer Connection Permit, Pay Fee
_____	Obtain Municipal Building Permit
_____	Construct Structure
_____	Authority Construct Lateral at Owner's Expense
_____	Meet with Authority Supervisor / Construct Building Sewer
_____	Construct Building Sewer
_____	Test Building Sewer, Obtain Part 2 Permit
_____	Obtain Occupancy Permit from Municipality

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WIND GAP MUNICIPAL AUTHORITY
 16 South Broadway, Suite 3
 Wind Gap, PA 18091
 610 863 7770
 PROJECT GUIDELINE CHECKLIST
 LAND DEVELOPMENT PROJECT

APPLICANT _____
 PROJECT _____
 INITIAL APPLICATION DATE _____

DATE COMPLETE	ACTIVITY
_____	Obtain Letter of Sewer Service Capacity (No Fee)
_____	Submit Plans to Municipality for Review
_____	Submit Act 537 Plan Update to Pa DEP
_____	Make Application to WGMA for Review, Pay Feasibility Review Fee, Submit Plans for Authority Review
_____	Pa DEP Approval of Act 537 Plan Update
_____	Authority Engineer Review and Comment on Project, Authority Solicitor Prepare Agreement
_____	Authority Board Review and Accept Project
_____	Municipality Approves Plan, Records Site Plan
_____	Owner Pay Fees, Establish Escrow, Provide Easements, and Owner and Authority Execute Agreement
_____	Authority Records Agreement and Easements
_____	Pre-Construction Meeting for Sewer Construction
_____	Municipal Inspection, Authority Inspection
_____	Authority Board Accept Project
_____	Obtain Sewer Connection Permits

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